

RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS (PERSONNEL WING)

(G.O. Ms. No. 35, dated 17th April 2012)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Notification No. F.5/4/65-GP, dated 11-1-1965 of the Ministry of Home Affairs, Government of India, New Delhi, and in supersession of the notification issued in G. O. Ms. No. 15/84-P & AR (IPT), dated 5-12-1984 of the Personnel and Administrative Reforms Wing (Information, Publicity and Tourism), Puducherry in so far as the Schedule-II containing the recruitment rules for the post of Upper Division Clerk in Puducherry Government Guest-house, New Delhi, save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry hereby makes the following rules regulating the method of recruitment to the post of Upper Division Clerk in Puducherry Government Guest-house, New Delhi, namely:-

1. *Short title and commencement.*— (1) These rules may be called the Government of Puducherry, Puducherry Government Guest-house, New Delhi - Upper Division Clerk Recruitment Rules, 2012.

(2) They shall come into force on and from the date of their publication in the official gazette.

2. *Number of post, its classification and scale of pay.*— The number of the said post, its classification and the scale of pay attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said post, age-limit, qualifications and other matters relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualifications.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Savings.*— Nothing in these rules shall affect the reservations, relaxation in upper age-limit and other concessions required to be provided for the scheduled castes, the scheduled tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

SCHEDULE

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

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| 1. Name of the post | : Upper Division Clerk |
| 2. Number of posts | : 2 (Two) [2012] Subject to variation dependent on work-load |
| 3. Classification | : General Central Services – Group 'C' Non-Gazetted– Ministerial. |
| 4. Pay Band and Grade Pay/Pay Scale | : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 2,400 |
| 5. Whether selection post or non-selection post | : Selection |
| 6. Age-limit for direct recruits | : Between 18 and 30 years (upper age-limit relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made). |
- Note 1:* In case of recruitment made through the Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.
- Note 2 :* In the case of recruitment made through advertising, the crucial date for determining the age-limit shall be the closing date of receipt of applications.
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| 7. Educational and other qualifications required for direct recruits. | : Degree of a recognised University. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | : No |
| 9. Period of probation, if any | : For direct recruits : 2 years
For promotees : Nil |
| 10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods. | : (i) 50% by promotion failing which by (ii) below;
(ii) 50% by deputation/ absorption - failing which by direct recruitment. |

Note : The direct recruits are required to pass the following Departmental Tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry within the period of probation, namely:—

- (i) Accounts Test for Subordinate Officers;

(ii) Common General Departmental Test for Ministerial Staff and should also pass Typewriting Test (Lower Grade) in English conducted by a recognised Board of Technical Education; and

(iii) Office Automation.

11. In case of recruitment by promotion/deputation/ :
absorption, grades from which promotion /deputation/
absorption to be made.

Promotion :

From Lower Division Clerk who have completed 8 years of service in the grade after appointment thereto on regular basis and have passed the following departmental tests conducted by the Department of Personnel and Administrative Reforms (Personnel Wing), Puducherry namely:-

- (i) Accounts Test for Subordinate Officers;
- (ii) Common General Departmental Test for Ministerial Staff.

Note 1: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Commission.

Deputation/ Absorption:

Officers of Puducherry Administration/the Ministries of Government of India/their Subordinate Offices in Delhi/ Government of NCT of Delhi Administration:-

- (a) (i) Holding analogous posts on regular basis; or
- (ii) With 8 years regular service in posts in Pay Band-1 ₹ 5,200-20,200 with Grade Pay ₹ 1,900; and
- (b) Possessing the qualifications/experience prescribed for direct recruits under column (7).

Note 1: The period of deputation including the period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organisation or Departments of the Central/State Government or Union Territory Administration shall ordinarily not exceed three years.

Note 2: The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date for receipt of applications.

Note 3 : For the purpose of appointment on deputation/ absorption basis, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/Pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay/Pay Scale, and where this benefit will extend only for the post or posts for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.

12. If a Departmental Promotion Committee/Recruitment : *Departmental Promotion Committee/Recruitment Committee exists, what is its composition? Committee consisting of :*
- (1) Principal Resident Commissioner/ . . Chairman
Resident Commissioner.
 - (2) Secretary to Government (Personnel) . . Member
 - (3) Joint Resident Commissioner . . Member
13. Circumstances in which the Union Public Service : Not applicable
Commission is to be consulted in making
recruitment.

(By order of the Lieutenant-Governor)

GIDDI MRUTHYUNJAYA DURGA RAO,
Under Secretary to Government.